

FOREST SERVICE JOB OPENINGS

WHAT

Timber Resource Assistants

GS-1101-06
2 positions

WHEN

November 2016

Vacancy announcement will be posted on usajobs.gov and be open for a short period during November 2016

WHERE

**Glidden, WI
Washburn, WI**

**OPEN TO ALL
QUALIFIED
APPLICANTS**

ABOUT THE POSITIONS

The Timber Resource Technician provides technical financial support for District timber sale and preparation program

THE FOREST

The Chequamegon-Nicolet National Forest is the only national forest in Wisconsin and provides the largest timber program in the Nation

APPLY

www.usajobs.gov

MORE INFO

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Chequamegon-Nicolet National Forest Outreach Notice

GS-1101-06, Timber Resource Technician

Permanent, Full-time

Duty Stations include: Glidden, WI and Washburn, WI

The Chequamegon-Nicolet National Forest will soon be advertising two GS-06 Timber Resource Technicians at the Great Divide Ranger District and Washburn Ranger District. Each position is permanent full-time. Duty locations include: Glidden, WI and Washburn, WI. One position will be filled at each location.

ABOUT THE POSITION:

This position is located on a Forest Service Ranger District. The incumbent provides technical support work in the financial aspects of timber sale appraisals and accounting, contract activities, and business management phases of sale administration.

Performs substantive technical financial work required to analyze the facts and arrive at original conclusions throughout the contract administration and timber sales accounting process. Performs work relating to the input, output, review, and analysis, posting, and adjustments of the accounts. This includes identifying the provisions of each contract, the procedures and calculations they require, monitoring of applications, and performing the financial transactions which result from those procedures.

Analyzes timber sale contracts and audits timber sale statements of account to assure documents comply with appraisal current direction, procedures, laws, and regulations. Assures corrections of errors through the timber sale accounting (TSA) system. Audits TSA outputs and prepares reports as required. Audits purchaser road credits to assure agreement with contract that correct balances are carried forward, and correct information is entered into the TSA system. When purchasers request transfer of purchaser credits and/or cash, analyzes contracts and pertinent records to verify that transfer is allowed. Prepares and submits proper documents to Contracting Officer for approval.

Establishes controls to assure that all timber collection of revenues and deposits such as brush disposal, sale area improvements, road maintenance, interest, etc., are billed, collected, and deposited to the proper accounts. Independently coordinates the operation of Timber Sale Accounting System for the District. Analyzes data to assure management needs are met and information is accurate and reliable and initiates corrective actions when required.

Serves as bid opener. Opens and analyzes sealed bids for compliance with regulations and instructions and for the determination of the high bidder. Determines action to be taken to comply with laws, regulations, and directives when the following situations occur: 1) decision is made to reject all bids, 2) tie bids are received, 3) identical bids or evidence of collusion exist, 4) imperfect and invalid sealed bids exist, 5) there are failures to sign bids. Determines whether a showing of financial ability is necessary from the successful bidder. Assists purchaser in completion of the financial statement. Reviews TSA financial statements for adequacy and recommends approval or disapproval to Contracting Officer. Establishes a system of checklists to assure continuing accuracy both prior to and after bid opening. Audits TSA statements for the District.

Obtains contract number, prepares letter of award, completes formal contract for signatures of successful bidder. Returns deposits to unsuccessful bidders and maintains required records. Prepares initial bill for collection. Advises purchaser on business management aspects of various clauses and special provisions, particularly those pertaining to purchaser credit, extension deposits, letters of credit, and payments not received, as they pertain to timber sales. Further advises on contracts to ensure legal requirements are met. Audits, prepares, and enters contract data into TSA program. Reviews printouts and resolves any data entry errors. Issues Timber Sale Statements of Account, Bills for Collection, and various types of bonding procedures. Upon receipt of signed timber sale contract and performance bond, obtains signature of contracting officer and prepares sale folder.

Interprets directions, establishes and maintains information files necessary for many varied and complicated applications pertaining to road credit accounts, Knutson-Vanderberg accounts, Salvage Sale Fund, brush disposal, erosion control, road maintenance, and timber credits. Participates in post-sale discussions with purchasers and area bankers regarding different types of performance payment bonds and letters of credit and recommends those best suited to the individual needs. As needed, researches, compiles and distributes training information to area bankers, savings and loan associations, and timber purchasers on new bond procedures, forms required, and completion of these forms.

Responsible for all financial management of each sale contract, ensuring correct payments are made within set time frames and credited to correct accounts for each sale. Responsible for review and adequacy of Surety Performance Bonds, Letters of Credit, and Assignment of Certificate of Deposit Agreements and processes for approval with Timber Sale Contracts. Reviews and prepares letters and documents pertaining to various activities on each sale such as cutting, closing, and conditional acceptance of payment units, changes to contract clauses, and modification documents as needed throughout the length of the sale. Prepares and processes refund vouchers and submits for payment.

Reviews and performs final financial audit and closure of unit timber sales. Provides monitoring of the business management aspects of sale administration. In an oversight role, monitors and performs technical review of timber sale extensions, modifications, and default packages submitted by preparer, ensuring legality and completeness. Maintains sale folders for all sales within the unit. Serves as backup to other timber resource assistants.

The work schedule is expected to be MaxiFlex. Travel around Forest may be frequent; occasionally overnight travel can be necessary.

The announcement will be posted on the USAJOBS website www.usajobs.gov.